

Federal City Performing Arts Association

Board of Directors Meeting Minutes

DRAFT

Sunday, August 13, 1995

New York Avenue Presbyterian Church, Washington, DC

DIRECTORS: Present: Cohen, Dorr, Gerard, Greenwald, Madigan, O'Leary, Peirce, Perkins, Rosen, Wheeler, Weeks, York.
Absent: de Keyser (no proxy assigned).

STAFF: Holloway, McClelland.

GUESTS: Steven Haber, Charlie Merk.

I. Call to Order

Meeting Called to Order at 1:15 pm by Wheeler.

II. Approval of Minutes

O'Leary noted that the Chorus Care Corps did not host the gardening event at Phil Rogerson's home as listed under item IX: New Business due to hot weather and Phil's improved condition.

Perkins moved, Gerard seconded, to approve the July 12 minutes as presented.
Unanimous vote in favor (York not present). Minutes approved.

III. Financial Report

McClelland presented the FY95 year-end close as it was presented to the auditors. Significant components of the report include:

- ▼ A year-end excess of revenues over expenses of approximately \$9,000,
- ▼ reductions in contributions and expenses for the Compact Disc Project (expected since the project is in a different phase than in FY94),
- ▼ increased revenues from the sales of the compact disc,
- ▼ increases in both revenues and expenses for concerts relating to moving the winter concert from a church to the Lincoln Theatre (increased space rental costs and higher ticket prices),
- ▼ increase in holiday cards revenue (first year of project),
- ▼ increase in program costs due to higher printing costs and contracting production to a vendor rather than using volunteer labor,
- ▼ decrease in revenue and expenses for concert parties due to restructuring of the events,
- ▼ and a drop in fund-raising expenses relating to a significant gain in our stock portfolio.

McClelland presented the FY96 month one (July) report. Significant components include:

- ▼ higher than normal (compared to previous fiscal years) revenues due to season ticket sales. This is the first year season brochures have gone out in early summer and we are experiencing very positive results. As of Aug 1, 1995, we have received 85 season subscriptions.
- ▼ \$30,000 was transferred from the money market fund to the checking account to ensure positive cash flow during the summer months. McClelland stated that with the higher than normal season

ticket income and with the expected capital club dues, the "loan" from the money market fund can be repaid early in the fall.

Rosen moved, Gerard seconded, to accept both financial reports as presented. Unanimous vote in favor (York not present). Reports accepted.

IV. GALA Update

Haber presented the committee's report. Highlights include:

- ▼ We have booked 60 rooms which can accommodate 168 people. With requests for rooms to date at 127, we have flexibility in rooming arrangements and accommodating additional new members this year.
- ▼ The committee is working with a number of travel agents, airlines, and GALA to negotiate the airfare component of the trip. Initial rate quotes are higher than expected at approximately \$200, and the committee is exploring other options and examining market forces for possible reductions.
- ▼ GALA organizers are providing an opportunity for quilt panels to be displayed. The board recommended that the membership committee investigate our participation in that effort.
- ▼ The committee will attempt to coordinate travel arrangements with the two visiting choruses while keeping our travel costs to a minimum.

It was the sense of the Board that the committee, in consultation with the executive committee, be charged with making travel arrangements for GALA V in Tampa.

V. Executive Director Search Status

Wheeler reported that interviews have been conducted with four applicants and one more is scheduled. Some committee members will be attending the GALA Leadership Conference and will be available to interview additional candidates at that time should the need arise. The committee expects to make a recommendation of three candidates to the Board in September and is excited about the quality of the candidates.

Wheeler expressed the committee's openness to ideas concerning the process for selecting a new executive director. The process the committee anticipates using will parallel that used for filling vacant Board seats: each candidate provides an information sheet, holds a brief conversation and dialog with the Board, and then the Board, in closed session, makes a decision. The information sheets in this case will be provided by the committee and will include information gleaned from the applicants' resumes and interviews with the committee members.

The committee anticipates having the executive director on board in October/November. A second, one-day, Board retreat will be scheduled for fall with the expanded FCPAA staff.

VI. President's Report

Wheeler expressed his thanks to the Board for their participation at the retreat and felt that even though the weekend was a mixed-bag, the Board did have a healthy discussion on a number of issues. Wheeler also expressed his enthusiasm for working with the Board on the wide range of issues that emerged from the retreat during the upcoming year. Two of these issues are:

- ▼ The membership committee is working on increasing volunteerism within the Chorus and the Board, in concert with all committees, will continue to include more members of the Chorus in the various components of the organization.
- ▼ Being a performance-based organization, programming issues are usually at the heart of the Chorus's mission and focus. Passions and feelings often run strong, and the Board, in concert with the FCPAA staff and committee structure, is committed to trying to find the balance between different needs and wants within both the organization and the community with respect to programming. This issue is not an easy one, nor one that is ever completely resolved, but is one that the Board takes seriously. Wheeler noted that musical excellence is the core focus of our mission statement.

Wheeler noted that Hot Notes will be expanded this year and break-announcements (with the assistance of flip-charts) will be shortened.

A contribution from Alan Savada of \$500 was recently received and Wheeler noted that this contribution was separate and removed from the GALA travel bid Alan Savada recently made.

The Powers' Estate settlement is on track with much of the personal property having been sold to the purchaser of the house. Wheeler commended the finance committee for their hard work in this endeavor.

VII. Music Director's Report

Holloway discussed the upcoming season. The holiday concert music is being ordered and assembled. Michael Rivard, in conjunction with a ad-hoc volunteer committee of chorus members, is writing the spring show, and the summer/GALA concert is outlined. The music staff is seeking ideas and suggestions for the GALA performance and anyone with such recommendations should contact the music staff as soon as possible.

Other performance requests were discussed as outlined in Holloway's report. Additional events at which GMCW may be requested to participate include the annual Rodeo and the Human Rights Campaign Fund dinner.

Dorr moved, Perkins seconded, to approve GMCW participation in the Harrisburg, PA, Men's Chorus performance of the Brahms Alto Rhapsody. Members will be encouraged to volunteer to participate.

Unanimous vote in favor. GMCW participation approved.

Perkins moved, Rosen seconded, to approve GMCW participation in the Kennedy Center's observance of World AIDS Day as a required concert for members.

Unanimous vote in favor. GMCW participation approved.

Holloway introduced and discussed a new musicianship component to vocal reviews and a new class for members to increase their level of musicianship. This new effort is provided to the membership as an opportunity to improve and better themselves and is an integral component of GMCW's mission at developing a musical legacy.

Holloway proposed, and discussion was held on, the following rehearsal schedule:

GMCW's 15th Season - 1995/1996				
September 17	January 7	April 7	GALA V	† Afternoon
24	14	‡ 15	July 6-14	Rehearsal
October 1	21	21		(2:00 - 5:00)
8	† 28	28	(rehearsal and	
15	February 4	May 5	performance	‡ Monday
22	11	12	schedule in	Rehearsal
Retreat 27-29	18	19	Tampa to be	(7:15 - 10:00)
November 5	25	‡ 27	determined at	
12	March 3	‡ June 3	a future date.)	
19	10	‡ 10		
26	17	‡ 17		
December 3	24	‡ 24		
Concert 8-10	Concert 27-30	‡ July 1		
		Concert 3-6		

Dorr moved, Perkins seconded, to adopt rehearsal schedule as proposed.
Unanimous vote in favor, Rehearsal schedule above approved.

VIII. Membership Committee Report

Rosen reported that section leaders are being selected and are gearing up for the next season. An edition of Hot Notes will go out toward the end of August. Vocal reviews and auditions are being coordinated with the Music staff for the first two weekends after Labor Day. Ads will appear in the Blade and have appeared in the Malebox, a DC publication (circulation approx. 6,000) targeted at the African American community. Rosen will look into posting the information on the web as well, particularly in the gay & lesbian interest section of America On-Line.

Discussion was held regarding membership efforts at increasing participation in social events, volunteerism with other committees, and coordination of a super-bowl party in conjunction with an early rehearsal on that date.

IX. Advertising Committee Report

Gerard discussed efforts at improving communication and information flow regarding ad sales. Prices have been increased 5% (first increase in 2 years). The committee plans to focus on new corporate sponsorships.

X. Fundraising Committee Report

Gerard reported that the committee will build on successful events of the previous year in the committee's efforts at attaining the goal of raising \$21,000. Brief discussion was held regarding the appropriateness of sponsoring a porn party and the issues was deferred to a future meeting.

XI. Marketing Committee Report

Cohen reported that over 10,000 season brochures were mailed during the first week of August and the committee is seeking ideas for further distribution during the fall. Discussion was held regarding utilizing community outreach brochures, new holiday cards, and market research ideas. The committee is seeking volunteers and ideas for GALA V merchandising. Preliminary ideas for marketing themes for the upcoming season:

- ▼ Holiday: "It just ain't the holidays without GMCW"
- ▼ Spring: Campaign buttons
- ▼ Summer: Casual Summer Picnic or Weekend-at-the-Beach.

XII. Response to Recent Inquiry from Jan Albright

Lengthy discussion was held concerning multiple issues relating to Albright's inquiry of his singing membership status.

It was the sense of the Board that the FCPAA has been and continues to be committed to diversity and the principles of working cooperatively with interested parties in achieving its mission. To that end, the Board reaffirms its direction to all appropriate parties to make all reasonable efforts at cooperatively working with any individual seeking membership in GMCW with respect to accommodating and overcoming disability and diversity issues.

Discussion items focused on legal, ethical, and moral definitions, and their relationships to GMCW, of reasonable efforts, cooperatively working, accommodation, due process, and discrimination.

Wheeler reported that while FCPAA is committed to non-discrimination, the organization does not have a documented procedure in place to review a complaint of discrimination during the audition process of GMCW. After discussion with an attorney and considerable discussion among the board, both at the retreat and at the meeting, Wheeler presented the following procedure for review of a discrimination complaint against an FCPAA staff member during the audition process:

- A. Written complaint alleging discrimination under a protected class received by the Board.
- B. Board establishes an ad-hoc committee to investigate the complaint, present findings, and make a recommendation to the Board regarding appropriate action. Composition, rules, and procedures of the ad-hoc committee are to be determined on an individual basis as appropriate.
- C. Board receives the findings and recommendation of the ad-hoc committee and takes action regarding the complaint as it deems appropriate.

It was noted that this procedure clarifies and is consistent with the organization's standard operating procedure and will be included in the membership handbook.

Perkins moved, Greenwald seconded, to approve the procedure as outlined by Wheeler above. Unanimous vote in favor. Procedure approved.

Further discussion was held at length regarding the particular status of Albright and the appropriate response to his inquiry. Main discussion points included:

- ▼ current singing membership status,
- ▼ previous agreements regarding singing membership status,
- ▼ who should determine reasonable accommodation of Albright's disability,
- ▼ and the role of the Board in the determination of singing membership of GMCW.

It was the sense of the Board that current operating procedures and contracts establish that the Music Director, in consultation with the music staff, has the sole responsibility for determining singing membership status within GMCW. Should a situation arise where participation in rehearsals and concerts is in question due to issues other than music-related concerns, the Music Director, the Membership Chair, and the President have the responsibility of resolving the situation.

A detailed outline of a letter was drafted to send to Albright under the president's signature. The letter will discuss FCPAA's encouragement of Albright's participation in GMCW, inform him of his current status vis-a-vis singing membership, and outline the issues that would be addressed during the necessary vocal review/audition with the music staff. It was anticipated that the music staff and Albright would make a reasonable effort to reach an agreement as to what constitutes reasonable accommodation to enable Albright's participation in GMCW, and that the letter will indicate such an expectation.

York moved, Perkins seconded, to support the letter as drafted from the president to Albright. Unanimous vote in favor (O'Leary not present). Support of letter approved.

XIII. Adjourn

There being no further business,

Perkins moved, Cohen seconded, to adjourn the meeting.

Unanimous vote in favor (O'Leary not present). Meeting adjourned at 4:10 pm.



Respectfully submitted,
Jeffrey R. Peirce, Secretary, FCPAA